

COBA LEADERSHIP TEAM MINUTES

July 19, 2017

Present: Gloria Buchanan, Mark Frank, Kurt Jesswein, Gerald Kohers, Mitchell Muehsam, Valerie Muehsam and Joey Robertson.

1. Office Space/Tutoring Lab. COBA will have enough office space for fall 2017. If the college is allocated more faculty positions, the college will have to look at other possibilities for office space. Room 108 will be converted to a tutoring lab for students this fall, but may be converted back to office space if needed. The Dean will draft a memo to the Provost about office space needs.
2. Distance Learning Funds/Salary Savings/Summer School. This summer, the college was not able to use salary savings for one-time expenditures. In the past, the college has supplemented summer school with distance learning funds. This year, the college will use salary savings to supplement summer school.
3. CAD Retreat Updates.
 - a. Policies. The Dean went over policies discussed at the CAD retreat. CAD did not have the opportunity to review the Post-Tenure policy. Among the policies reviewed was the process for undergraduate students filing a grievance related to alleged academic dishonesty. The Leadership Team would like to track academically dishonest students. The Dean asked the Chairs to notify Dr. Jesswein when a student has been academically dishonest.
 - b. Online Training. Mr. Angrove gave a presentation at the CAD Retreat on faculty participation in online training. COBA faculty has one of the lowest participation rates in online training offered by SHSU Online, but heavily use the in-house expertise provided by SHSU Online.
 - c. Promotion/Tenure. Promotion and Tenure packets will be submitted online in Talent Management next year. The Dean will ask Education or Human Resources to give a presentation.
4. Registration. Entering students who have not yet completed a core math course cannot register for classes unless they have registered for math.